

Bridge Inspection Services: Metro-North Railroad Bridges on the State Owned Rail System
This solicitation is being extended to all interested firms.

LEGAL NOTICE – CSO Solicitation No. 2111

The Connecticut Department of Transportation (Department) is seeking to engage one professional engineering firm to perform bridge inspections that conform to the standards prescribed by the National Bridge Inspection Standards (NBIS), the American Railway Engineering and Maintenance of Way Association (AREMA), and the Department's Bridge Inspection Manual (version 2.1, September 2001). This assignment will be 24 months in duration, with a proposed starting time of August 2010, and an option for an additional two years. At this time, we estimate the contract will require the inspection of approximately 250 railroad bridges, including three movable bridges, as well as underwater inspection of approximately 20 structures; however, the total assignment may vary depending on the Department's needs.

The selected firm will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports shall be prepared using the latest procedures and technology required by the Department, including the development of electronic reports and databases using MS Office software products. The selected consultant will also be required to provide the inspection equipment necessary to complete this project. For further information please refer to the Department's Bridge Inspection Manual at www.ct.gov/dot via the Publications link.

Please be advised that the selected firm will be required to obtain/maintain a Connecticut Corporate Professional Engineering license as well as maintain a Connecticut office for the duration of the assignment, with the Project Manager available on an essentially daily basis for the direct and visual supervision of the staff performing the majority of this assignment. The location of the office where the work will be performed and the staff size of that office should also be indicated. Only firms of sufficient size and experience will be considered for this project.

You are also advised that a small business subconsultant set-aside requirement applies to this project. The requirement will be 15% of the agreement value. Within the submittal, you must include the designated certified Small Business Enterprise (SBE) subconsultant(s) which you plan to use. The SBE subconsultants must be currently certified by the Department of Administrative Services. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with SBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter of interest and Department Form CSO 255, with a maximum of five résumés (the CSO 255 form can be found online at www.ct.gov/dot/consultant). One of the résumés must be that of the proposed Engineer-in-Charge of the work, as well as assurance that he/she will be available for this assignment. **Four copies of the submittal are required, and it must be postmarked by March 15, 2010, or if hand delivered, received by 4:00 p.m. on that date.** Included in the submittal must be a brief narrative summarizing your current inspection workload, a narrative description of proposed staff, qualifications, discipline experience and expertise, as well as the availability and type of equipment proposed for this assignment including any safety program

your firm has. Your submittal should detail your firm's experience and expertise in: (1) Railroad Bridge Inspections; (2) Evaluation of Railroad Bridge Inspection Findings; (3) Structure and Fatigue Analysis of Railroad Bridges; (4) Railroad Bridge Repair and Rehabilitation Projects; (5) Preparation of Railroad Maintenance Memorandums; and (6) Familiarity with ConnDOT Inspection Policies and Procedures, and NBIS and AREMA Standards.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Please be advised, that as of August 1, 2007, the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is January 11, 2010. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit) in its revised format (Rev. 2-1-10), must be completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's (SEEC) notice advising state contractors of state campaign contributions and solicitation prohibitions, and will inform its principals of the contents of the notice. (The SEEC Form 11 can be found online at www.ct.gov/SEEC by clicking on the Special Contribution Ban link in the left hand column and following the Forms – Contractor Reporting Forms links.) SEEC Form 11 is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of

the negotiations process. In addition, the selected firm will be required to obtain Railroad Liability Insurance.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work. The Department reserves the right to award subsequent phases of assignments to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed to: Mr. Mark D. Neri
Assistant Rail Administrator
Connecticut Department of Transportation
2800 Berlin Turnpike
P. O. Box 317546
Newington, Connecticut 06131-7546

Hand-delivered submittals must be brought to Mr. Mark D. Neri, 2800 Berlin Turnpike, Room 3110, Newington, Connecticut, no later than 4:00 p.m. on March 15, 2010.

All inquiries regarding this request for Letters of Interest shall be directed to the Consultant Selection Office at (860) 594-3017.

Connecticut Department of Transportation
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